

PT Correctional Officer/Dispatcher Position

Yellow Medicine County is hiring a part-time, non-scheduled Correctional Officer/Dispatcher to work in the County Jail. Shifts are from 6am-6pm and 6pm-6am. This position maintains jail security, processes and supervises inmates, dispatches personnel and equipment and maintains logs and records. Minimum requirements: Any combination of education/experience equivalent to graduation from high school. Starting pay is \$14.81/hr. Position open until filled. Send application to Human Resources Coordinator, 180 8th Ave., Granite Falls, MN 56241. Application and job description available at www.co.ym.mn.gov or by calling (320) 564-5841. EOE.

Corrections Officer/Dispatcher

FLSA: Non-Exempt

General Definition of Work

Performs intermediate skilled clerical work dispatching law enforcement personnel and responsible protective service and human support work ensuring the care and security of inmates; does related work as required. Work is performed under the general supervision of the Jail Administrator.

Essential Functions/Typical Tasks

Maintaining jail security; processing and supervising inmates; receiving calls for service; dispatching personnel and equipment; maintaining logs and records.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitors inmates; monitors and maintains facility security systems.
- Patrols jail area regularly to ensure inmate security and safety and to maintain order and discipline.
- Assists with booking and release of inmates; conducts searches of inmates; takes custody of inmate personal possessions and issues receipts.
- Supervises visitations; inspects all items brought into facility for contraband.
- Maintains jail canteen and inmate canteen accounts; records purchases and deposits made.
- Escorts inmates around within jail facility; moves inmates for court appearances, visitations, releases, transport to various offices or other locations.
- Supervises inmates during meals, personal hygiene and related activities for conformance to institutional rules; assists in food service activities; distributes medication to inmates as directed.
- Answers inquiries from law enforcement, attorneys and court personnel regarding inmates.
- Issues public safety-related permits.
- Answers emergency and non-emergency calls; dispatches resources or transfers calls to appropriate personnel as needed.
- Broadcasts law enforcement updates and weather updates; activates warning sirens in cases of severe weather.
- Maintains 911 database of county names.
- Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of the security, rules, regulations and procedures of the institution; general knowledge of corrections practices as related to the supervision and care of jail inmates; thorough knowledge of the methods of operating two-way communications systems; thorough knowledge of the geography of the county; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior or health problems of inmates; ability to deal with the public under stressful conditions and remain calm; ability to carry out oral and written directions accurately; ability to solve problems within scope of responsibility; ability to supervise the activities of inmates; ability to prepare records and reports; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Any combination of education and experience equivalent to graduation from high school.

Physical Requirements

This is medium work requiring the exertion of 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and detailed or loud talking to convey detailed or important spoken instruction to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth and color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to atmospheric conditions; worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

Special Requirements

Criminal Justice Information System certification; CPR, First Aid and defibrillator certification; taser certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.